



South Carolina Department of Health
and Environmental Control

Division of Procurement Services
Request for Proposal
AMENDMENT #1

Solicitation No.: RFP-32036-1/15/2008-TC

Date Amendment Issued: 11-Jan-2008

Procurement Officer: Tripp Clark

Phone No.: (803) 898-3485

E-mail Address: clarkhc@dhec.sc.gov

DESCRIPTION: Address verification software.

The Term "Offer" Means Your "Bid" or "Proposal"

SUBMIT OFFER BY (Opening Date/Time): 05-Feb-2008 2:30 pm ET See provision entitled "Deadline for Submission of Offer"

NUMBER OF COPIES TO BE SUBMITTED: One (1) original and five (5) copies (marked as copy)

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:	PHYSICAL ADDRESS:
SC DHEC Division of Procurement Services Bureau of Business Management 2600 Bull Street Columbia, S.C. 29201	SC DHEC Division of Procurement Services Bureau of Business Management 2600 Bull Street, Room 1200 – Aycock Bldg. Columbia, S. C. 29201

Offers Must Be Sealed: See provision entitled "Submitting Your Offer"

AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on February 15, 2008. The award, this solicitation, and any amendments will be posted at the following web address: http://www.scdhec.gov/procurement
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You must submit a signed copy of this form with your offer. By submitting a bid or proposal, you agree to be bound by the terms of the solicitation. You agree to hold your offer open for a minimum of thirty (30) calendar days after the opening date.

NAME OF OFFEROR (Full legal name of business submitting the offer)		OFFEROR'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other (See provision entitled "Signing Your Offer")
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		
TITLE (Business title of person signing above)		
PRINTED NAME (Printed name of person signing above)	DATE	

Instructions regarding offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

OFFEROR'S HOME OFFICE ADDRESS (Address for the offeror's principal place of business)		
CITY	STATE	ZIP CODE
PHONE	FACSIMILE	E-MAIL
STATE OF INCORPORATION (If offeror is a corporation, identify the state of Incorporation)		
TAXPAYER IDENTIFICATION NO. (See provision entitled Taxpayer Identification Number)		

Acknowledge receipt of this amendment prior to date and time specified in the solicitation, or as amended, by one of the following methods: (A) by signing and returning one copy of this amendment with your bid; (B) by acknowledging receipt of this amendment on each copy of the offer submitted; or (C) by separate letter or telegram which includes a reference to the solicitation and amendment number(s). Failure of your acknowledgement to be received at the issuing office prior to date and time specified may result in rejection of your offer. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or telegram, provided such letter or telegram makes reference to the solicitation and this amendment and is received prior to date and time specified.

Solicitation RFP-32036-1/15/2008-TC is hereby amended as follows:

1. A presentation of DHEC's EFIS system will be held for potential bidders at 2:00 p.m. on January 17, 2008. For additional details see the answer to Vendor #1, question #1 in the "Questions and Answers" section below.
2. The opening date and time for proposals is changed from January 15, 2008 at 2:30 p.m. to February 5, 2008 at 2:30 p.m. All references to the January 15, 2008 opening date within the solicitation are changed to February 5, 2008.
3. All bidders whose proposal is deemed to be responsive will be invited to give demonstrations of their proposed solution to the evaluation panel on February 13, 2008. The presentation may be in-person at DHEC's facility or via web-conference (provided by the vendor). Times, location, and other details will be provided to the responsive bidders on or after February 7, 2008.
4. On page 12 of the RFP, section VI, "Award Criteria," the evaluation factors are modified from:
 - Cost Evaluation - The total cost of the deliverables and services - 25%
 - Technical/Overview - including demonstrating a clear understanding of the goal of the project, expected deliverables, responsibilities and is in conformance with the RFP specifications - 20%
 - Bidder Qualifications - including corporate background, experience with similar projects, demonstrated past performance and qualifications - 20%
 - Product Design - including the ability to deliver the required functionality and time line for deliverables - 20%
 - Customer Support - including the ability to provide quality customer support on-site and/or phone support during installation and deployment - 15%

to now instead read:

- Technical/Overview - including demonstrating a clear understanding of the goal of the project, expected deliverables, responsibilities and is in conformance with the RFP specifications - 30%
 - Cost Evaluation - The total cost of the deliverables and services - 25%
 - Bidder Qualifications - including corporate background, experience with similar projects, demonstrated past performance and qualifications - 15%
 - Product Design - including the ability to deliver the required functionality and time line for deliverables - 15%
 - Customer Support - including the ability to provide quality customer support on-site and/or phone support during installation and deployment - 15%
5. BUDGET MAXIMUM (JAN 2006): The funds available for this project are limited to \$30,000. If the price you offer exceeds this amount, your offer may be rejected as nonresponsive.

QUESTIONS AND ANSWERS FOR QUESTIONS RECEIVED:**Vendor #1**

1. Due to the complexity of this request and the variety of methods available to reach the stated objectives, we believe it would be in the best interests of DHEC to have a pre-bid opening conference with IT, end-users, postal supervisor, and responsive vendors. Would it be possible to delay the bid opening to accomplish this meeting?

DHEC will hold a demonstration of the EFIS system to better clarify our infrastructure and system needs. This demonstration will be held at 2:00 p.m. E.T. on Thursday, January 17 in room 2395 of the EQC Administration Building located at 101 Business Park Blvd, Columbia, S.C. Potential bidders may attend this demonstration in-person or may join us remotely via web conferencing hosted by DHEC. The demonstration is expected to last no longer than one and a half hours. All potential bidders planning to attend or view the demonstration must contact the procurement manager, Tripp Clark, by e-mail (clarkhc@dhec.sc.gov) no later than noon on Tuesday, January 15. In the e-mail please specify whether you plan to attend in person or join remotely, the name or names of those who will be attending/viewing, and, for those participating via the web conference, provide an e-mail address and phone number. Web conference participants will be sent an e-mail invitation with complete instructions for the web conference. Note that participation in this demonstration is strongly encouraged, but is not a requirement to participate in this solicitation.

2. #1 & #6 : what processing methods are going to be utilized?
Batch mode and real time.
3. #5 how will data in the Oracle database be managed, via real time or batch or would either method suffice?
Both batch mode and real time processing is required. Any address database must be able to be installed in our existing Oracle database.
4. #8 is this LAN or WAN? How will this affect end-processing?
It is WAN with a central database accessed by users statewide.
5. #9 what methods of interfacing are preferred? Please define address verification, i.e. correction for postal coding?
Preferred interface is client/server with one central database that resides on our Oracle database server. A vendor hosted solution is not acceptable. Verification should be for accurate physical address and postal address.
6. #10 why two platforms for database? What is the end-user processing objective?
We have a development partnership with another State. They are using the Windows platform and S.C. is using the AIX Unix platform for the Oracle database server. Our planned purchase is independent of the other State, however we want to provide for potential future adoption and purchase by the other State.
7. #11 are postal coding standards the objective?
Postal code standards are one of the objectives. Other objectives include data entry timesavings and accuracy through features such as auto-reduction and incremental filtering.

Vendor #2

1. As an out-of-state vendor, does the state subtract a percentage of our invoice as a fee for doing business in the state? If so, can you tell me the total consolidated amount of all fees as to allow us to mark up our proposal. Based on the documentation, it looks like the State will withhold seven percent (five percent plus two percent).

No. The 2% withholding is not a fee, but an amount set by SC statute that the agency is required to withhold from payments to you. This requirement applies to any person (defined in SC Code Ann. Sec. 12-8-10 (1)) doing business with a nonresident. This amount is transferred to the Department of Revenue as any other type of tax withholding required under state law. This amount may be more or less than your company's corporate income tax liability to the State of South Carolina for the annual year in which it is received; however, if determined to be less, the DOR will refund the difference to you. This is your company's tax liability, not a fee for doing business in the state. DHEC has no role in determining a vendor's tax liability. If a contractor executes an I-312 however (again, provided for by statute), the 2% will not be withheld by DHEC because, by signing, a nonresident corporation agrees it is subject to the jurisdiction of the State to determine its tax liabilities to the State. Please refer to Title 12 of the Code of Laws of South Carolina (1976 and Supp. 2006) for corporate income tax liability determinations by the State. Regarding the 5% withholding requirement referenced in the "tax notice," we do not believe that this would apply in this case, however you may refer additional questions regarding this to the Withholding Section at the South Carolina Department of Revenue at 803-898-5383.

2. Our software runs on Windows, but can support an IBM AIX Unix database via TCP/IP socket connection. Is this acceptable?
No.
3. It appears that the State is looking at CASS-certifying the addresses to obtain mailing discounts. I don't see the need for presort listed in the RFI. Is this a future need?
CASS-certifying is not a goal. Presort is not required now nor is it anticipated in the future.
4. The USPS will require NCOA in November (11/23/2008). Is this a future need/ requirement?
Timeline?
NCOA would be beneficial but is not a requirement.
5. What is the total number of people who will have access to or use of our software?
The EFIS system can accommodate up to 200 concurrent users from a pool of approximately 800 users. However, we expect fewer than 50 of those users will be involved in entering of addresses.
6. How many servers will the software be loaded on- can you list them (i.e., website server, CRM server, accounting server, etc)?
We anticipate the software being loaded on one server that should be able to accommodate the up to 50 users referenced in the answer to the question above.
7. How many addresses do you expect to process each month (by server)?
We have averaged 2690 addresses per month since EFIS went live in 1997.
8. Not all State addresses have a nine-digit Geocode available. Is there a tolerance percentage acceptable such as 95 percent at the nine-digit level?
Yes. 95% at the nine-digit level is acceptable.

9. The RFP implies the State only needs single address correction. Will the State need batch address correction for the existing database? How many addresses? Will the state require Geocode and NCOA on the existing database(s)? How many addresses?
The State may in fact need batch and single address correction (see minimum requirements #1 and #7 page 11 of 23). We presently have 250,000 addresses, but many are certainly duplicates that we expect this solution to eliminate. Geocoding is required. NCOA is beneficial, but not required. This would apply to the same 250,000 addresses.
10. Monthly and bi-monthly updates are listed as options in the RFI. In our case, monthly updates come with an additional charge- do you require monthly updates?
Yes, we require monthly or bi-monthly updates (#4 page 11 of 23). If there is a fee involved, it must be included in your proposal.
11. Nearly all government RFI's specify USPS "CASS certification" for addresses. I don't see it spelled out in the RFI. Do you require CASS certified addresses as part of the RFI?
See question #3 above. Our goal is not so much to get postal discounts as to improve the accuracy of our addresses, save data entry keystrokes, and obtain locational/GIS information without having to use GIS software.